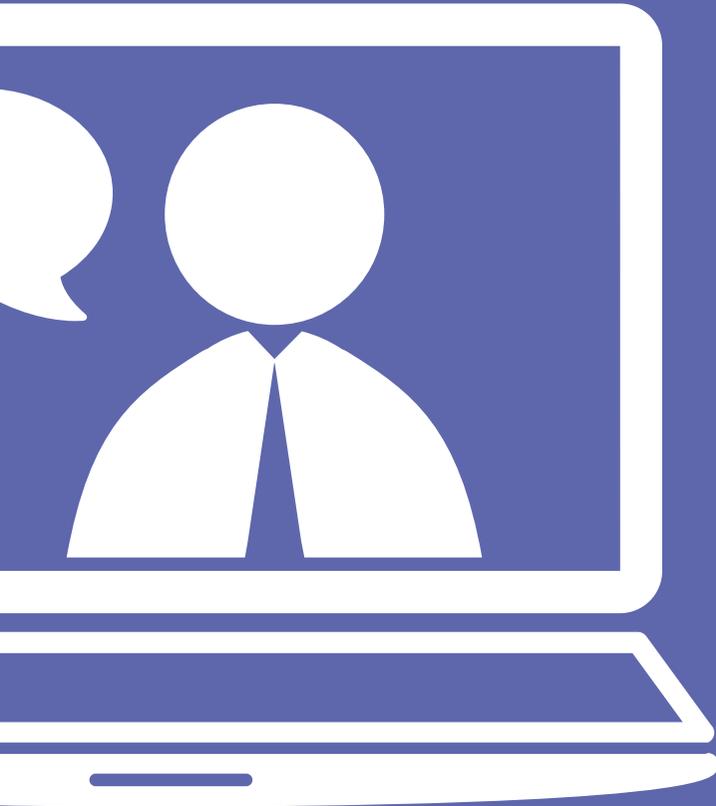


Instructional Webinars

Duration: 1 Day



Course Overview

Are you interested in reaching a wider audience of learners by hosting interactive webinars? On this practical course you will learn how to design and facilitate engaging, live, interactive webinars. With support from our experienced trainer, you will get a chance to design and present a live instructional webinar.

Learning Outcomes

At the end of this course you will be able to:

- Identify the benefits of using webinars in training delivery.
- Recognise the challenges of using webinars, the facilitation and technical skills required and the underpinning technology.
- Design a session that includes a mix of presentation and interaction, with appropriate slide deck.
- Facilitate a live session; managing the technology, the interactions and responding to participants' needs in real time.
- Evaluate the impact of a webinar and incorporate feedback into subsequent sessions.

You will need

- A computer with internet access.
- Your own learning content for an example instructional webinar.

Instructional Webinars

Session	Content
Why Use Instructional Webinars?	Webinar technology options. The benefits and challenges of using webinars.
How to Use Webinars	Key issues: <ul style="list-style-type: none">- Which software to use.- Connection speed.- Telephone v microphone headset.- Your voice.- Sound quality v visuals.- Seeing what the learner is seeing.- Contingency planning.
The Role of the Facilitator	Core facilitation skills: <ul style="list-style-type: none">- Facilitation v training or presenting.- Key skills and where to find out more.
How to Use Webinars	Overview of all the steps in the process: Before <ul style="list-style-type: none">- Planning and setting up the session.- Writing a script for yourself and how to use it.

Continued

- Tone and voice skills.
- Instructions to learners on how to join.
- Uploading slides, including introductory slides.

During

- Opening the session in advance and welcoming participants as they join – connecting with learners.
- Final instructions, e.g. mute microphones, confirm duration, etc.
- Recording – yes or no?
- Working through the session, focusing on following the script, advancing the slides, managing interactivity and giving feedback – all at once!
- Checking in with participants at regular intervals/dealing with 'silence' or non-participation.
- Closing the session.

After

- Evaluating the session.
- Making recording available afterwards.



For further information and to book this course
email transform@aurionlearning.com or
telephone +44 (0) 2890 643211

Instructional Webinars

Session	Content
Design Principles	Learning design and interactive design. Graphic design. Technical support.
Learning and Interactive Design in Depth	(Illustrated with examples) Identifying aims and outcomes. Designing a suitable variety of activities. Building in meaningful participation by using: <ul style="list-style-type: none">- Chat function.- Polls.- Whiteboard and pens.- Emoticons and hands up.- Scenarios.- Breakout rooms (advanced). Responding to learner contributions.
Graphic Design	The importance of good visuals on slides. Keeping on-screen text to a minimum. Copyright issues. Presentation Zen (Garr Reynolds) approach.

Technical Support

Having an assistant to help you.
Multi-tasking on your own – practice makes perfect.
What can go wrong and how to recover.

Evaluation

Discussion of different approaches.

Your Turn!

Practical session where participants work in pairs or small groups on a real example, coached by the trainer, then present their session back to the group for peer review.



E-LEARNING



TRAINING AND SUPPORT



PLATFORMS



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